

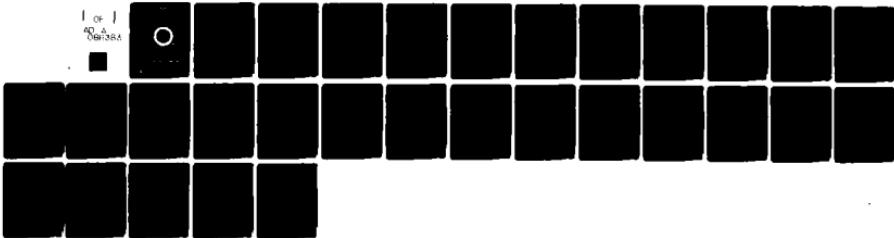
AD-A088 383 MARINE CORPS WASHINGTON DC  
SUPPLY ADMINISTRATION AND OPERATIONS TASK ANALYSIS. (U)  
SEP 78

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UNCLASSIFIED

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1 OF 1  
AD-A088A



**LEVEL**

*II*

**SUPPLY ADMINISTRATION AND OPERATIONS  
TASK ANALYSIS**

*11*

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**HEADQUARTERS, U.S. MARINE CORPS  
OFFICE OF MANPOWER UTILIZATION  
QUANTICO, VIRGINIA, 22134**

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACK GROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

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## GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
3. MARK ONLY THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
4. IF IT IS NECESSARY TO CHANGE A RESPONSE, BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED ANSWER BOOKLET.

NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2           SEX

18. DO YOU HAVE A MILITARY  
DRIVERS LICENSE.

MALE         1  
FEMALE      2

YES         1  
NO         2

EXAMPLE MOS (3215)

6. PRIMARY MOS

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. QUESTIONS 14, 16, 17 AND 18 ARE LISTED ON THE FOLLOWING PAGES. QUESTION 15 HAS BEEN OMITTED. PLEASE RESPOND TO EACH QUESTION.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 14 IN THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)

- 001. ACCOUNTING CLERK
- 002. ANALYST
- 003. ASSISTANT BASE CENTRAL WAREHOUSE MANAGER
- 004. ASSISTANT COLLECTION
- 005. ASSISTANT MATERIAL CONTROL NCCIC
- 006. ASSISTANT PROPERTY NCO/C
- 007. ASSISTANT SUPPLY CHIEF
- 008. ASSISTANT SUPPLY OPERATIONS CHIEF
- 009. AUDIT CLERK
- 010. AVIATION FISCAL MAN
- 011. AVIATION LOGISTICS PLANS NCO
- 012. AVIATION SUPPLY CHIEF
- 013. AVIATION SUPPLY CLERK
- 014. AVIATION SUPPLY/FISCAL CLERK
- 015. AVIATION SUPPLY MAN
- 016. AVIATION SUPPLY MANAGEMENT ASSISTANT/TRAINING NCOIC
- 017. AVIATION SUPPLY SPECIALIST
- 018. AWAITING PARTS EXPEDITOR
- 019. BACHELOR OFFICER/BACHELOR ENLISTED QUARTERS ASSISTANT
- 020. BACHELOR OFFICER/BACHELOR ENLISTED ATTENDANT
- 021. BATTALION SUPPLY CHIEF
- 022. CAMP PROPERTY CHIEF
- 023. CASHIER
- 024. COMPONENT CONTROL UNIT CLERK
- 025. CHAPLAINS ASSISTANT
- 026. CHECKERS
- 027. CLOTHING CHIEF
- 028. CLERK/DRIVER
- 029. COMMISSARY STOREKEEPER MAN
- 030. COMMISSARY SUPPLY CLERK
- 031. COMPANY NCO
- 032. COST ANALYSIS CLERK
- 033. COUNTER/QUALITY CONTROL
- 034. DELIVERY DRIVER
- 035. DISTRIBUTION CLERK
- 036. DOCUMENT CONTROL CLERK
- 037. DRIVER
- 038. EDUCATION/NUCLEAR BIOLOGICAL CHEMICAL NCO
- 039. ELECTRONICS STOCKMAN
- 040. ELECTRONICS SUPPLY CLERK
- 041. EXPEDITOR
- 042. FISCAL DATA NCO
- 043. GENERAL SUPPLYMAN
- 044. GENERAL WAREHOUSEMAN

045. GENERAL WAREHOUSEMAN/DRIVER  
046. GROUP SUPPLY CHIEF  
047. HEAD  
048. HELO EXPEDITOR  
049. INVENTORY CHIEF  
050. INVENTORY CLERK  
051. INITIAL PROVISIONS CHIEF  
052. INPUT/OUTPUT CHIEF  
053. INPUT/OUTPUT CONTROLLER  
054. INSPECTOR  
055. INSUR/PROJ ISSUE POINT CLERK  
056. ~~INVENTORY CHIEF~~  
057. ~~INVENTORY CLERK~~  
058. INVENTORY MAN  
059. INVENTORY/SPACE CONTROL  
060. INVENTORY TEAM NCO  
061. LOCATOR  
062. LOCATOR NCO  
063. MAINTENANCE MANAGEMENT CLERK (MIMMS)  
064. MANAGEMENT TEAM INSPECTOR  
065. MATERIAL CHIEF  
066. MATERIAL CLERK/PEB  
067. MATERIAL CONTROL MAN  
068. MATERIAL CONTROL NCOIC  
069. MARINE CORPS PROPERTY NCOIC  
070. MARINE CORPS PROPERTY CHIEF  
071. MARINE CORPS SUPPLY CHIEF  
072. MARINE CORPS SUPPLY MANAGEMENT ASSISTANT/TRAINING NCOIC  
073. MECHANICAL REQUISITIONS CLERK  
074. MEMBER  
075. MANAGED ON THE JOB TRAINING INSTRUCTOR  
076. MT/CEO/HVEQ ISSUE POINT  
077. NCOIC  
078. NCOIC BLANK FORMS  
079. NCOIC BACHELOR OFFICERS QUARTERS  
080. NCOIC ENERGY RESOURCES CONSERVATION  
081. NCOIC/IMRL CHIEF  
082. NCOIC KEY PUNCH UNIT  
083. NCOIC RECEIVING CONTROL  
084. NOCIC SUPPLY SECTION  
085. NCOIC WOMEN MARINE BACHELOR ENLISTED QUARTERS  
086. NFE EXPEDITOR  
087. OPERATIONS CHIEF  
088. OPERATIONS CHIEF/DIVISION COORDINATOR  
089. OPS/SAT MANPOWER/SUPPLY MAN  
090. OPERATIONS/SUPPLY MAN  
091. PACKAGING SPECIALIST  
092. PLANS/OPERATIONS CHIEF  
093. PLATOON SERGEANT

094. PEB EXPEDITOR  
095. POLICE NCO/SUPPLY ADMINISTRATIVE CHIEF  
096. POLICE AND PROPERTY MAN  
097. POLICE AND PROPERTY NCO  
098. PRESERVATION SPECIALIST  
099. PROCESS CLERK  
100. PROCESS PLANNER  
101. PROCUREMENT SUPPLY ANALYST  
102. PROCUREMENT/SUPPLY CHIEF  
103. PROCUREMENT SUPPLY MAN  
104. PROCUREMENT SUPPLY MAN/MARES  
105. PRODUCTION CONTROL NCC  
106. PROPERTY MAN  
107. PROPERTY CHIEF  
108. PROPERTY CONTRCL NCC  
109. PROPERTY NCO/DRIVER  
110. PROPERTY NCO  
111. PROPERTY NCJ/SUPPLY ADMINISTRATION MAN  
112. PROPERTY MAN/DRIVER  
113. PROPERTY/SPECIAL EQUIPMENT NCO  
114. PACKAGING, PRESERVATION, PRCTECTION (PP&P) MAN  
115. PP&P MAN/DRIVER  
116. PP&P TECHNICIAN  
117. PROCESS CLERK  
118. PUBLICATIONS LIBRARIAN  
119. QUALITY CONTROL NCC  
120. QUARTERS FURNITURE NCCIC  
120. RATION CLERK  
121. RATION SUPPLY CHIEF  
122. RECLAMATION/SALVAGE CHIEF  
123. RECORDER  
124. RECORDER/DRIVER  
125. RECORDS CLERK  
126. RECORDS MANAGEMENT CHIEF  
127. RECORDS STATISTICS NCC  
128. REQUISITION EXPEDITCR  
129. RESEARCH ANALYST  
130. RESEARCH CLERK  
131. RATIONS RECEIPT/FOOD SERVICES  
132. SCHEDULING CLERK  
133. SECTION CHIEF  
134. SECTION LEADER  
135. SELF SERVICE CENTER MANAGER  
136. SELF SERVICE CENTER CLERK  
137. SHOP CHIEF  
138. SHOP STORES NCO  
139. SPECIAL PROJECTS CLERK  
140. SQUAD LEADER  
141. SHIPPING/RECEIVING CLERK

- 142. SUPPLY SCREENING UNIT CLERK
- 143. STOCK CONTROL CHIEF
- 144. STOCK CONTROL CLERK
- 145. STOCK CONTROL SUPERVISOR
- 146. STOCKMAN
- 147. STOCK REVIEWERS
- 148. STORAGE NCO
- 149. STOREROOM MAN
- 150. STOREROOM/SUBSISTENCE
- 151. SUBSISTENCE CHIEF
- 152. SUBSISTENCE NCO
- 153. SUBSISTENCE STORES CLERK
- 154. SUBSISTENCE SUPPLY CHIEF
- 155. SUBSISTENCE SUPPLY MAN
- 156. SUPPLY ACCOUNTING CLERK
- 157. SUPPLY ADMINISTRATIVE CCNTROL
- 158. SUPPLY ADMINISTRATIVE CHIEF
- 159. SUPPLY ADMINISTRATIVE CHIEF/ANALYST
- 160. SUPPLY ADMINISTRATIVE CLERK
- 161. SUPPLY ADMINISTRATIVE MAN
- 162. SUPPLY ADMINISTRATIVE MAN/ANALYST
- 163. SUPPLY ADMINISTRATIVE MAN/DRIVER
- 164. SUPPLY ADMINISTRATIVE/OPERATIONS CHIEF
- 165. SUPPLY ADMINISTRATIVE MAN/STATISTICS
- 166. SUPPLY ADMINISTRATIVE/OPERATIONS MAN
- 167. SUPPLY CHIEF
- 168. SUPPLY COORDINATOR
- 169. SUPPLY CLERK
- 170. SUPPLY CLERK/CCNTRCLLED ITEMS
- 171. SUPPLY CLERK/DRIVER
- 172. SUPPLY DISPATCHER
- 173. SUPPLY/FISCAL CHIEF
- 174. SUPPLY/LOGISTICS CHIEF
- 175. SUPPLY MAN
- 176. SUPPLY NCUIC
- 177. SUPPLY OPERATIUNS CHIEF
- 178. SUPPLY/PROPERTY CLERK
- 179. SUPPLY RECORDS CLERK
- 180. SUPPLY SERVICES CHIEF
- 181. SUPPLY SERVICE SECTION NCGIC
- 182. SUPPLY SUPPORT COORDINATOR
- 183. SUPPLY SYSTEMS ANALYST
- 184. SUPPLY WAREHOLSEMAN
- 185. SUPPLY ADMINISTRATION MAN
- 186. SUPPORT ADMINISTRATION OPERATIONS CHIEF
- 187. TEAM CHIEF
- 188. TEAM LEADER/NCGIC
- 189. TECHNICAL DATA LIBRARY CLERK
- 190. TECHNICAL EDIT CLERK

191. TEST EVALUATION CLERK  
192. TCOL ROOM NCO  
193. UNIT HEAD  
194. UNIT STOCKMAN  
195. UNIVAC 1500 LOGISTICS COMPUTER OPERATOR  
196. WAREHOUSE CHIEF  
197. WAREHOUSEMAN/DRIVER  
198. WAREHOUSE/EQUIPMENT OPERATOR  
199. WAREHOUSEMAN  
200. WAREHOUSE MANAGEMENT NCOIC  
201. WAREHOUSE NCO  
202. WAREHOUSE SUPERVISOR  
203. WAREHOUSE SUPPLY CHIEF  
204. WEAPONS SECURITY GUARD  
205. WING SUPPLY CHIEF  
206. WING SUPPLY CHIEF CLERK  
207. 1050 OPERATOR

16. INDICATE THE PERCENT OF TIME SPENT HANDLING FLAMMABLE/  
HAZARDOUS MATERIALS.

01. LESS THAN 5%	04. 16-25%	07. 76-90%
02. 5-10%	05. 26-50%	08. OVER 90%
03. 11-15%	06. 51-75%	

17. WHAT IS THE TOTAL TIME IN MONTHS OF YOUR EXPERIENCE WITH SASSY?

18. DO YOU DRIVE A MILITARY VEHICLE IN THE PERFORMANCE OF YOUR DUTIES?

NOTE: QUESTIONS 19 THROUGH 38 DO NOT APPLY. YOU HAVE NOW  
COMPLETED PART I. PLEASE WAIT FOR YOUR ADMINISTRATOR TO  
PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.

## PART II - TASK SECTION

### INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN, IN THE RESPONSE BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

### E X A M P L E

#### QUESTIONNAIRE BOOKLET

#### RESPONSE BOOKLET

##### TASK DONE

0001	TASK
0012	TASK
0035	TASK

0	0 0 0 1	1 2 3 4 5 6 7
0	0 0 1 2	1 2 3 4 5 6 7
0	0 0 3 5	1 2 3 4 5 6 7

THE LIST OF BILLET MOS RELATED TASKS BEGINS ON THE NEXT PAGE.

1. ASSIGN SCHOOL QUOTAS TO UNITS/SECTIONS
2. APPROVE PERSONNEL TO FILL SCHOOL QUOTAS
3. DETERMINE ACTION SECTION ON INCOMING CORRESPONDENCE/  
MESSAGES
4. ~~ESTABLISH/UPDATE ADMINISTRATIVE FILES SUCH AS CORRESPONDENCE  
MESSAGES, AND ORDERS~~
5. EVALUATE SUPPLY ADMINISTRATIVE TRAINING PROGRAM
6. EVALUATE WAREHOUSE TRAINING PROGRAM
7. MICROFILM CORRESPONDENCE AND PUBLICATIONS
8. OPERATE OFFICE MACHINES SUCH AS TYPEWRITERS AND ADDING  
MACHINES
9. OPERATE KEYPUNCH
10. PREPARE CORRESPONDENCE SUCH AS LETTERS, AND ENDORSEMENTS
11. PREPARE/UPDATE CLAIM FORMS
12. PREPARE/UPDATE SECURITY PROCEDURES FOR SUPPLIES
13. RECEIPT FOR CLASSIFIED MATERIAL
14. RESEARCH STATS OF INVESTIGATIONS
15. REVIEW CORRESPONDENCE SUCH AS LETTERS, ENDORSEMENTS, AND  
MESSAGES FOR ACCURACY AND CONTENT
16. REVIEW INVESTIGATIONS/SURVEYS FOR ACCURACY AND CONTENT
17. SCHEDULE TRAINING CLASSES
18. VERIFY SECURITY EFFECTIVENESS
19. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATOR'S  
MAINTENANCE OF OFFICE MACHINES
20. DISPOSE OF RECORDS/FILES
21. ESTABLISH/UPDATE ADMINISTRATIVE FILES SUCH AS CORRESPONDENCE  
MESSAGES, AND ORDERS

22. ESTABLISH/UPDATE PROOF OF DELIVERY, PLANT ACCOUNT, AND MICROFICHE FILES
23. ESTABLISH/UPDATE NOTICE OF DELEGATION OF AUTHORITY, AND DINING FACILITY ACCOUNT CARD FILES
24. ESTABLISH/UPDATE LIBRARY OF VENDOR CATALOGS/PRICE LISTS
25. ESTABLISH/UPDATE LISTS OF DEBARRED/SUSPENDED VENDORS
26. ESTABLISH/UPDATE LOCATOR FILES SUCH AS YLL AND YLD FILES
27. ESTABLISH/UPDATE PROCUREMENT LIBRARY
28. ESTABLISH/UPDATE FILE OF CHARGEABLE REQUISITIONS
29. ESTABLISH/UPDATE INPUT HISTORY FILE
30. ESTABLISH/UPDATE PURCHASE AND DELIVERY FILES
31. ESTABLISH/UPDATE REGISTER OF VOUCHERS
32. ESTABLISH/UPDATE THE FILE OF OPERATING INSTRUCTIONS FOR THE COMPUTER AND ASSOCIATED EQUIPMENT
33. FILE FEDERAL SUPPLY SCHEDULES
34. PREPARE CLOSE-OUT FILES
35. UPDATE BID INFORMATION FILES
36. ARRANGE STORE
37. ASSEMBLE FIELD DINING FACILITIES
38. BUILD/ASSEMBLE STORAGE FRAMES/RACKS/BINS
39. CHART COMMISSARY TRAFFIC PATTERNS
40. CHECK PERSONNEL FOR IDENTIFICATION CARDS
41. COMPUTE NET STORAGE SPACE
42. CORRECT SAFETY VIOLATIONS
43. DESIGN STORE LAYOUT
44. DETERMINE WAREHOUSE LAYOUT

45. ESTABLISH A RODENT/PEST CONTROL PROGRAM
46. FUMIGATE THE STORAGE AREAS
47. INSPECT DRY STORAGE AREA FOR PROPER TEMPERATURES
48. INSPECT FACILITIES FOR RODENT/PEST CONTROL
49. INSPECT FACILITIES/PROCEDURES FOR SAFETY
50. MARK STORAGE AREAS
51. INSPECT REFRIGERATION UNITS FOR PROPER TEMPERATURE
52. PREPARE PLANOGRAPH
53. PREPARE PLANOGRAPH OVERLAY
54. PREPARE WAREHOUSE PLANNING WORK SHEET
55. SANITIZE STORAGE AREA
56. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMMISSARY SALES STORE OPERATIONS
57. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WAREHOUSE/MATERIAL HANDLING EQUIPMENT SAFETY
58. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WAREHOUSE LAYOUT
59. ASSIGN COST TO PACKAGING, PRESERVATION, AND PROTECTION (PP&P) WORK PERFORMED
60. CLOSE ABSTRACT OF CHARGE SALES
61. COLLECT CASH FOR THE U. S. GOVERNMENT
62. COMPUTE COST TO FEED IN A DINING FACILITY
63. COMPUTE MONEY VALUE OF SUPPLIES
64. DEPOSIT MONEY AT DISBURSING
65. DETERMINE IMPACT OF BUDGET CHANGES
66. ESTABLISH/UPDATE MONETARY LEDGERS
67. ESTABLISH/UPDATE REQUISITION/OPERATIONAL TARGET (OPTAR) LOG

68. ESCORT MONEY TO DISBURSING
69. POST CASH RECEIPTS TO REPORT OF DEPOSITS
70. POST CHARGE SALES DATA TO ABSTRACT OF CHARGE SALES
71. PREPARE BUDGET
72. PREPARE CUMULATIVE ABSTRACT OF REIMBURSABLE ISSUES
73. PREPARE INTRACOMMISSARY TRANSFER ABSTRACTS
74. PREPARE INVENTORY ADJUSTMENT MONETARY ACCOUNT
75. PREPARE BUDGET INCREASE WITH JUSTIFICATION
76. PREPARE STATEMENT OF REIMBURSABLE ISSUE
77. PREPARE SUMMARY OF DAILY FUND RECEIPTS
78. PRICE COMMISSARY STOCK
79. RECORD CASH PAYMENT OF MEALS
80. REVIEW BUDGETS FOR CORRECTNESS AND ACCURACY
81. REVIEW BUDGET INCREASE WITH JUSTIFICATION
82. SELL CLOTHING USING 604 FORMS
83. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF BUDGETING
84. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF FINANCIAL ACCOUNTING
85. SUPERVISE PERSONNEL COLLECTING MONEY
86. SUPERVISE PERSONNEL PREPARING AND MONITORING BUDGETS
87. SUPERVISE PERSONNEL PERFORMING FINANCIAL ACCOUNTING
88. APPROVE/SCREEN BLANKET PURCHASE AGREEMENTS
89. CLOSE OUT PURCHASE ORDERS AND CONTRACTS
90. EXPLAIN PURCHASING PROCEDURES/REGULATIONS TO UNITS/SECTIONS
91. PREPARE ABSTRACT BIDS/QUOTATIONS

92. PREPARE BLANKET PURCHASE AGREEMENTS
93. PREPARE CONTRACT AWARD FORMS
94. PREPARE/DISTRIBUTE CONTRACTS
95. PREPARE/DISTRIBUTE OPEN PURCHASE CONTRACT ORDERS
96. PREPARE DOCUMENTS FOR OPEN PURCHASE OF SUPPLIES AND EQUIPMENT
97. PREPARE MODIFICATION/AMENDMENT OF SOLICITATION
98. PREPARE PUBLIC VOUCHERS
99. PREPARE PURCHASE AND DELIVERY ORDERS
100. PREPARE REQUEST FOR QUOTATIONS
101. RECORD OPEN PURCHASE TRANSACTIONS
102. RESEARCH STATUS OF PURCHASE ORDER
103. REVIEW MODIFICATION/AMENDMENT OF SOLICITATION FOR COMPLETENESS AND ACCURACY
104. REVIEW OPEN PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY
105. REVIEW PROCUREMENT DOCUMENTS FOR COMPLETENESS AND ACCURACY
106. REVIEW PUBLIC VOUCHERS FOR COMPLETENESS AND ACCURACY
107. UPDATE BLANKET PURCHASE AGREEMENT CALL SHEETS
108. UPDATE TRANSMITTAL DOCUMENT OR OPEN PURCHASE DOCUMENTS
109. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PURCHASE
110. DOCUMENT/CONTRACT PREPARATION
111. SUPERVISE PERSONNEL PREPARING PURCHASE DOCUMENTS/CONTRACTS
112. ADMINISTER COMPLIANCE WITH CONTRACTS
113. ADMINISTER DELIVERY OF OPEN PURCHASE ORDERS
114. CONFIRM CONTRACT TERMS SUCH AS DELIVERY DATE, PRICE, AND QUANTITY

115. CONSOLIDATE UNIT PURCHASE REQUIREMENTS
116. COORDINATE LIAISON VISITS WITH FIELD CONTRACTING OFFICES/CONTRACTORS
117. DETERMINE METHOD OF OPEN PURCHASES
118. DETERMINE MODIFICATIONS/AMENDMENTS OF SOLICITATION TO CONTRACTS
119. DETERMINE VENDOR TO RECEIVE AWARD
120. EVALUATE BIDS QUOTATIONS AND PROPOSALS FOR AWARDS
121. EVALUATE CONTRACT PREAWARD SURVEY
122. INSPECT VENDOR CONTRACT PREAWARD SURVEYS
123. NEGOTIATE CONTRACTS/MODIFICATIONS TO CONTRACTS
124. NEGOTIATE POSSIBLE PURCHASING TERMS WITH SALESMAN
125. NOTIFY UNITS TO PICK UP MATERIAL
126. PLAN PURCHASE TRIPS
127. PROVIDE DOCUMENTATION FOR AUTHORIZATION OF SHIPMENT OF EQUIPMENT TO CONTRACTOR FOR REPAIR
128. PROVIDE PURCHASING INFORMATION TO VENDORS/CUSTOMERS
129. PURCHASE SUPPLIES WITH IMPREST FUND
130. REQUEST CONTRACT PREAWARD SURVEY
131. VERIFY PROCUREMENT ORDERS FOR COMPLETENESS AND ACCURACY
132. VERIFY VALIDITY OF SUPPLY REQUESTS
133. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PREAWARD SURVEY
134. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ADMINISTERING CONTRACTS/OPEN PURCHASE ORDERS
135. SUPERVISE PERSONNEL ADMINISTERING CONTRACTS/OPEN PURCHASE ORDERS
136. CANCEL REQUISITIONS

137. COMPUTE COMMISSARY REQUISITION OBJECTIVE
138. CONSOLIDATE REQUISITIONS
139. INFORM CUSTOMER/SHCPS OF REQUISITION STATUS
140. INITIATE TRACER ACTION FOR REQUISITIONS
141. RESEARCH REQUISITIONS
142. RESEARCH STATUS OF REQUISITIONS
143. VALIDATE/UPDATE REQUISITION SUPPLEMENTAL STATUS LISTING (RSSL)
144. VERIFY RECEIPT OF MERCHANDISE
145. VERIFY REQUISITION DATA
146. COMPUTE INVENTORY PERCENTAGE OF A DINING FACILITY
147. COMPUTE UNIT SUPPLY USAGE
148. DETERMINE/ASSIGN STATUS CODES TO ITEMS ON ORDER
149. ESTABLISH/UPDATE A STOCK CONTROL SYSTEM
150. FORECAST SUBSISTENCE CONSUMPTION
151. RECONCILE ACCOUNTS
152. RECONCILE CONTROLLED ITEMS REPORT
153. REVIEW REQUEST FOR SUPPLY ISSUE/TURN IN FOR COMPLETENESS AND ACCURACY
154. VALIDATE DTP LISTING AND BWA SHIPPING MATS (ROLLBACK)
155. VERIFY MARES/FORSTAT INFORMATION
156. VERIFY THAT ALLOWANCE LIST ITEMS ARE ON HAND OR ON ORDER
157. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY ACCOUNTING
158. SUPERVISE PERSONNEL PERFORMING SUPPLY ACCOUNTING
159. ANSWER INQUIRIES ABOUT SUPPLY SITUATIONS

160. APPROVE/DISAPPROVE TABLE OF EQUIPMENT (T/E) CHANGES
161. ASSIGN NON SYSTEM NAVY SUPPLY NUMBERS (NSN)
162. COORDINATE ISSUE/RECEIPT OF SUPPLIES WITH WAREHOUSE/TRANSPORTATION PERSONNEL
163. COORDINATE SUPPLY REQUIREMENTS WITH OTHER SERVICES/GOVERNMENT AGENCIES
164. COORDINATE WITH AUTOMATED SERVICES PERSONNEL ON MARK IV PROGRAM REQUIREMENTS
165. DETERMINE REINDUCTION BY EXCEPTION
166. DETERMINE UNITS/SECTIONS SPECIFIED ALLOWANCES
167. DETERMINE MOUNT-OUT SUPPORT REQUIREMENTS FOR UNITS
168. DETERMINE SUBSTITUTE SUPPLIES FOR SUBSISTENCE SUPPLIES
169. ESTABLISH AN AVIATION SUPPLY TRAINING PROGRAM
170. ESTABLISH NSN IN MASTER HEADER FILE
171. ESTABLISH/UPDATE INTERSERVICE SUPPORT AGREEMENTS
172. ESTABLISH/UPDATE MOUNT CUT RECORDS
173. ESTABLISH/UPDATE WAREHOUSE STOCKLIST
174. INSPECT CERTIFICATE OF ISSUE OF CHARGE SALES
175. FILL OUT TACTICAL EQUIPMENT REPAIR ORDERS (TERO'S)/EQUIPMENT REPAIR CRITERIA'S (ERC'S)
176. POST RECEIPTS TO VOUCHER REGISTER AND GENERAL CONTROL
177. PREPARE CONTROLLED ITEMS REPORT
178. PREPARE DINING FACILITY ACCOUNT CARD
179. PREPARE INPUT DATA FOR SASSY
180. PREPARE INPUT FOR MINMS
181. PREPARE JOB ORDER NUMBER (JON) CATALOG
182. PREPARE OPERATIONAL TARGET (OPTAR) DOCUMENT TRANSMITTAL REPORTS

183. PREPARE QUARTERLY PRICE LIST
184. PREPARE STOCK DISCREPANCY NOTICE
185. PREPARE/SUBMIT UNSATISFACTORY MATERIAL REPORT
186. PREPARE SUBSISTENCE CONSUMPTION RECORD
187. PREPARE SUBSYSTEMS OPERATIONS ANALYSIS REPORT (SOAR)
188. PREPARE SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, AND VOUCHERS
189. PREPARE/UPDATE EXCHANGE/TURN IN DOCUMENTS
190. PREPARE/UPDATE GOVERNMENT BILLS OF LADING
191. PREPARE/UPDATE MAINTENANCE FLCAT RECORDS
192. PREPARE/UPDATE STOCK CONTROL DOCUMENTS
193. PREPARE/UPDATE WAREHOUSE SAFETY SCP
194. PROVIDE PROPERTY DISPOSITION INSTRUCTIONS
195. REVIEW SUBSISTENCE CONSUMPTION RECORD FOR COMPLETENESS AND ACCURACY
196. REVIEW TABLE OF ALLOWANCES/SUPPLY BULLETINS TO UPDATE
197. REQUEST PROPERTY DISPOSITION INSTRUCTIONS
198. REVIEW EXCHANGE/TURN IN DOCUMENTS FOR COMPLETENESS AND ACCURACY
199. REVIEW INPUT TO MIMMS FOR COMPLETENESS AND ACCURACY
200. REVIEW INPUT TO SASSY FOR COMPLETENESS AND ACCURACY
201. REVIEW MOUNT CUT RECORDS FOR COMPLETENESS AND ACCURACY
202. REVIEW SASSY INVENTORY UPDATE FOR COMPLETENESS AND ACCURACY
203. REVIEW STOCK CONTROL DOCUMENTS FOR COMPLETENESS AND ACCURACY
204. REVIEW SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, AND VOUCHERS FOR COMPLETENESS AND ACCURACY

205. REVIEW SUPPLY PROCEDURES FOR COMPLETENESS AND ACCURACY
206. REVIEW OUTPUT FROM MIMMS FOR COMPLETENESS AND ACCURACY
207. REVIEW QUARTERLY PRICE LISTS FOR COMPLETENESS AND ACCURACY
208. SELECT SUPPLY POINT LOCATION
209. UPDATE BASIC DAILY FOOD ALLOWANCE
210. UPDATE ALLOWANCE LISTS
211. VALIDATE DINING FACILITY ACCOUNT CARD
212. VERIFY AUTHORITY TO ISSUE/RECEIVE SUPPLIES
213. VERIFY PHRASE CODES
214. VERIFY SHIPPING DOCUMENTS RECEIPT INTO ACCOUNTS SECTION
215. VERIFY SHOPPING LISTS
216. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY DOCUMENTS PREPARATION
217. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MIMMS PROCEDURES
218. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ORGANIC SUPPLY PROCEDURES
219. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SASSY PROCEDURES
220. SUPERVISE PERSONNEL PREPARING SUPPLY DOCUMENTS
221. SUPERVISE PERSONNEL PREPARING/REVIEWING SASSY INPUT/OUTPUT
222. SUPERVISE PERSONNEL PREPARING/REVIEWING MIMMS INPUT/OUTPUT
223. SUPERVISE PERSONNEL PREPARING/REVIEWING ORGANIC SUPPLY INPUT/OUTPUT
224. APPLY SUPPLY IDENTIFICATION/LOCATION MARKINGS TO SUPPLIES
225. APPLY TACTICAL MARKINGS

- 226. BREAKDOWN BULK SUPPLIES
- 227. BREAKOUT FOOD FOR MEAL PREPARATION
- 228. CERTIFY SUPPLIES AS SPECIAL HANDLING MATERIALS
- 229. CLEAN SUPPLIES/EQUIPMENT
- 230. CONSOLIDATE LOCATIONS OF SUPPLIES
- 231. DETERMINE ACCEPTABLE SUBSTITUTE/INTERCHANGEABLE PARTS FOR SUPPLIES
- 232. DETERMINE REQUIREMENTS FOR RECEIVING/HANDLING SUPPLIES
- 233. DETERMINE STOCK ROTATION
- 234. DETERMINE UNIT/SECTION RESERVE STOCK LEVELS
- 235. DETERMINE STORING/HANDLING REQUIREMENTS FOR RECEIVING/HANDLING SUPPLIES
- 236. DISPOSE OF DAMAGED/DETERIORATED SUPPLIES
- 237. DISPOSE OF NON EXPENDABLE PROPERTY
- 238. DISPOSE OF PERSONAL EFFECTS
- 239. ESTABLISH/UPDATE STORAGE CONTROL PROCEDURES
- 240. EXAMINE SUPPLY ADMINISTRATIVE PROCEDURES FOR EFFICIENCY
- 241. EXAMINE SUPPLY OPERATION PROCEDURES FOR EFFICIENCY DOCUMENTS PREPARATION
- 242. IDENTIFY/LABEL STOCK ITEMS
- 243. INSPECT SUPPLIES FOR SERVICEABILITY/CONTAMINATION AND COMPLETENESS
- 244. LOAD/UNLOAD SUPPLIES
- 245. LIST UNSALEABLE DAMAGED/DETERIORATED SUPPLIES
- 246. MAINTAIN LAYETTES/"A" STOCK
- 247. PAINT SUPPLY ITEMS

248. PERFORM OPERATORS CHECKS AND SERVICES ON MATERIAL HANDLING EQUIPMENT
249. PERFORM OPERATORS CHECKS/SERVICES ON OFFICE MACHINES
250. REPLACE PARTS ON SUPPLIES/EQUIPMENT
251. REPORT UNSERVICEABLE/DAMAGED PROPERTY
252. REQUEST PREPARATION OF SHIPPING DOCUMENT
253. ROTATE STOCK
254. STACK SUPPLIES
255. STORE PERSONAL EFFECTS
256. VERIFY NOMENCLATURE OF SUPPLIES
257. VERIFY STOCK IDENTIFICATION LISTS
258. VERIFY SUPPLY LOCATIONS
259. SUPERVISE PERSONNEL STORING/HANDLING SUPPLIES
260. SUPERVISE PERSONNEL PERFORMING RECLAMATION AND SALVAGE DUTIES
261. SUPERVISE PERSONNEL DISPOSING OF DAMAGED/DETERIORATED SUPPLIES
262. SUPERVISE PERSONNEL PERFORMING OPERATORS CHECKS AND SERVICES ON MATERIAL HANDLING EQUIPMENT
263. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY STORAGE/HANDLING
264. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PROPERTY DISPOSAL
265. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATORS MAINTENANCE OF MATERIAL HANDLING EQUIPMENT
266. CHECK INVENTORY LOSS/GAIN CARDS FOR PROPER JUSTIFICATION
267. DETERMINE NUMBER OF INVENTORY COUNT TEAMS REQUIRED
268. ESTABLISH INVENTORY CONTROL PROCEDURE

269. ESTABLISH INVENTORY OBJECTIVES
270. INVENTORY COMMISSARY
271. INVENTORY CONTROLLED FORMS/ITEMS
272. INVENTORY NON CONTROLLED SUPPLIES
273. INVENTORY/PACKAGE PERSONAL EFFECTS
274. POST INVENTORY ADJUSTMENT
275. PREPARE INVENTORY LOSS/GAIN CARDS
276. PREPARE INVENTORY SCHEDULES
277. PREPARE/UPDATE INVENTORY SHEETS
278. RECONCILE INVENTORY DISCREPANCIES
279. RECORD INVENTORIES
280. REVIEW INVENTORY ADJUSTMENT MONETARY ACCOUNT
281. REVIEW INVENTORY SCHEDULES
282. REVIEW/VERIFY INVENTORY DISCREPANCIES
283. REQUEST ADJUSTMENT TO INVENTORY FOR GAINS/LOSSES
284. VALIDATE INVENTORY LOSS/GAIN CARDS
285. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INVENTORYING NON CONTROLLED SUPPLIES
286. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INVENTORYING CONTROLLED SUPPLIES
287. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF INVENTORYING PERSONAL EFFECTS
288. SUPERVISE PERSONNEL INVENTORYING NON CONTROLLED SUPPLIES
289. SUPERVISE PERSONNEL INVENTORYING CONTROLLED SUPPLIES
290. SUPERVISE PERSONNEL INVENTORYING PERSONAL EFFECTS
291. ASSEMBLE/DISASSEMBLE BOXES, CRATES, OR SHIPPING CONTAINERS

292. BUILD BOXES, CRATES, AND SKIDS
293. COMPUTE PARCEL SIZE
294. CONDUCT CONTAINER TESTS
295. DESIGN BOXES, CRATES, AND SKIDS
296. DETERMINE CENTER OF BALANCE
297. DETERMINE METHOD OF PACKAGING, PRESERVATION, AND PROTECTION (PP&P) TO BE USED
298. DETERMINE PACKING REQUIREMENTS
299. DETERMINE SIZE AND TYPE OF MOTOR CARRIER EQUIPMENT NEEDED
300. DETERMINE SIZE AND TYPE OF RAIL EQUIPMENT NEEDED
301. INSPECT SUPPLIES/EQUIPMENT FOR PP&P DISCREPANCIES
302. INSTALL/REMOVE BLOCKING OR BRACING
303. PACK SUPPLIES
304. PALLETIZE SUPPLIES
305. PREPARE PACKING LISTS
306. PRESERVE SUPPLIES/EQUIPMENT USING PRESERVATIVES SUCH AS LUBRICANTS, PAINT, AND PAPER
307. SELECT SHIPPING CONTAINERS
308. STRAP/BAND SHIPPING CONTAINERS
309. TEST CONTAINERS FOR DURABILITY
310. WEIGH SHIPMENTS
311. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PACKAGING SUPPLIES
312. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PRESERVING SUPPLIES
313. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PROTECTING SUPPLIES

- 314. SUPERVISE PERSONNEL PACKAGING SUPPLIES
- 315. SUPERVISE PERSONNEL PRESERVING SUPPLIES
- 316. SUPERVISE PERSONNEL PROTECTING SUPPLIES
- 317. COMPUTE SHIPPING TONNAGE
- 318. DELIVER SUPPLY ITEMS/FREIGHT
- 319. FIT UNIFORMS TO CUSTOMERS
- 320. INSPECT FREIGHT FOR CUSTOMS VIOLATIONS
- 321. INSPECT OUTGOING FREIGHT FOR COMPLETENESS
- 322. ISSUE PERSONAL EFFECTS
- 323. ISSUE SUPPLIES/RATIONS
- 324. MARK SHIPPING CONTAINERS
- 325. PREPARE CUSTOMS DOCUMENTS
- 326. PREPARE SHIPPING DOCUMENTS
- 327. RESOLVE SHIPPING DISCREPANCIES
- 328. REVIEW CUSTOMS DOCUMENTS FOR ACCURACY
- 329. REVIEW SHIPPING DOCUMENTS FOR ACCURACY
- 330. SHIP/MAIL SUPPLIES
- 331. SUPERVISE PERSONNEL ISSUING SUPPLIES
- 332. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ISSUING SUPPLIES
- 333. ADJUST RECEIPT DISCREPANCIES ON CARRIERS FREIGHT BILL
- 334. COMPUTE STORAGE SPACE REQUIREMENTS
- 335. DIRECT/INSTRUCT INCOMING CARRIERS TO DOCKS
- 336. INVENTORY/RECORD EXCESS SUPPLIES RECEIVED
- 337. RECEIPT FOR INCOMING SUPPLIES

- 338. SORT SUPPLIES
- 339. TALLY INCOMING FREIGHT/SUPPLIES
- 340. UNPACK/UNCRATE SUPPLIES
- 341. VERIFY SHIPMENT QUANTITY
- 342. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY RECEIVING
- 343. SUPERVISE PERSONNEL RECEIVING/SUPPLIES
- 344. ASSEMBLE DOCUMENTATION FOLDERS FOR PROGRAMS
- 345. DISTRIBUTE COMPUTER PRINTOUTS
- 346. ESTABLISH/UPDATE A COMPUTER TAPE LIBRARY
- 347. IDENTIFY/LABEL ALL OUTPUT FROM UNIVAC 1500 COMPUTER SYSTEM
- 348. LOAD COMPUTER PROGRAMS/DATA CARDS
- 349. MAINTAIN COMPUTER SUPPLY SECTION TO SUPPORT COMPUTER OPERATIONS
- 350. OPERATE COMPUTER PRINTER AND CARD READER
- 351. PERFORM OPERATOR'S CHECKS AND SERVICES ON COMPUTER
- 352. PICK UP COMPUTER PRINTOUTS
- 353. PREPARE UNIVAC 1500 COMPUTER SYSTEM FOR OPERATION
- 354. RUN PROGRAMS
- 355. SCHEDULE COMPUTER PROGRAM TIME
- 356. SEQUENCE COMPUTER RUNS
- 357. SORT COMPUTER PRINTOUTS
- 358. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF RUNNING COMPUTER PROGRAMS
- 359. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMPUTER SYSTEMS COORDINATING
- 360. SUPERVISE PERSONNEL RUNNING COMPUTER PROGRAMS

361. ANALYZE TEST RUNS ON THE UNIVAC 1500 COMPUTER
362. BUILD/DRAW SYSTEMS FLOW CHARTS
363. CORRECT ERRORS IN WRITTEN PROGRAMS
364. DETERMINE REQUIREMENTS FOR MARK IV PROGRAMS
365. EVALUATE COMPUTER PROGRAMMING TECHNIQUES
366. LOCATE ERRORS IN WRITTEN COMPUTER PROGRAMS
367. PREPARE COMPUTER PROGRAM PARAMETERS
368. PREPARE MARK IV PROGRAMS
369. PREPARE UNIVAC 1500 COMPUTER SYSTEM PROGRAM FROM FLOWCHARTS
370. TEST CORRECTIONS IN WRITTEN COMPUTER PROGRAMS
371. WRITE SYSTEMS COMPUTER PROGRAMS WITHOUT FLOWCHARTS
372. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMPUTER SYSTEMS ANALYSIS
373. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PREPARING COMPUTER PROGRAMS
374. SUPERVISE PERSONNEL PREPARING COMPUTER PROGRAMS
375. SUPERVISE PERSONNEL ANALYZING COMPUTER SYSTEMS

NOW THAT YOU HAVE FOUNC ALL THE TASKS THAT YOU PERFORM IN YOUR PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES, READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE TASKS YOU PERFORM.

PART II - TASK SECTION (CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED  
YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

E X A M P L E S

QUESTION BOOKLET

RESPONSE BOOKLET

TASK DONE

QUESTION BOOKLET	RESPONSE BOOKLET
0001    TASK	0        0 0 0 1      1 2 3 4 5 6 7
0012    TASK	0        0 0 1 2      1 2 3 4 5 6 7
0035    TASK	0        0 0 3 5      1 2 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT MARK MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.